

## Administration

## Health and Safety

## Fitness for Duty

**POLICY:**

- .01 All employees must be fit for duty while in work status. Additionally, supervisors ensure that employees are performing job functions in a safe and reliable manner. *(For employees in the Personnel Assurance Program (PAP) or the Personnel Security Assurance Program (PSAP) positions, see also [AM 728](#), Reliability Programs. For incidents of violent behavior, see [AM 732](#), Workplace Violence.)*

**FITNESS-FOR DUTY  
EVALUATION:**

- .02 A fitness-for-duty evaluation is performed by the Occupational Medicine Group (ESH-2) at the request of the manager to determine that the physical and mental health of an individual is consistent with the performance of assigned duties in a safe and reliable manner. A management request for fitness-for-duty evaluation may be appropriate when

The employee identifies a medical condition as a cause of a performance problem;

Behavior is observed that is not typical of the employee;

There is a concern about whether the employee can work in a safe and reliable manner;

There is reasonable suspicion of substance abuse (see [AM 110](#), Substance Abuse);

The employee requests a medically-based accommodation; or

There is a management concern about excessive use of sick leave.

**PROCEDURES:****Fitness-for-Duty  
Evaluation Request**

- .03 When the manager and ESH-2 determine that a fitness-for-duty evaluation is appropriate, a fitness-for-duty evaluation is arranged. The ESH-2

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## Fitness for Duty

Fitness-for-Duty Coordinator will assist the supervisor in preparing a written fitness-for-duty request memorandum.

Note: If the situation is urgent, the manager should contact ESH-2 immediately and escort the employee to ESH-2. A fitness-for-duty request memorandum can be prepared for the medical file at a later time.

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| <b>ESH-2 Responsibilities</b>           | .04 | After receiving the request, the ESH-2 medical staff takes the following actions, as appropriate:<br><br>Conducts a medical and/or psychological evaluation of the employee, and, when appropriate, seeks additional evaluations from non-Laboratory sources.<br><br>Recommends the appropriate pay status while the medical evaluation is being conducted. <i>See also <a href="#">AM 322</a>, <a href="#">Miscellaneous Excused Absences</a>.</i><br><br>Advises the employee and supervisor whether the employee is fit for duty and whether there are any medically indicated work restrictions. |
| <b>Supervisor Responsibility</b>        | .05 | The supervisor is responsible for assisting the employee during the fitness-for-duty process and for devising reasonable modifications of the work assignment or other accommodations.   |
| <b>Employee Responsibility</b>          | .06 | The employee must cooperate with the supervisor and ESH-2 medical staff during the fitness-for-duty process.   |
| <b>RETURN TO WORK:</b>                  | .07 | An employee removed from the workplace because of fitness-for-duty concerns must be cleared before returning to work by the ESH-2 Group Leader or designee.  |
| <b>REFUSAL TO COMPLY WITH REFERRAL:</b> | .08 | If an employee refuses to comply with a management referral to ESH-2, the supervisor must address any behavioral or performance problems without consideration of medical issues. ( <i>See also <a href="#">AM 109</a>, <a href="#">Performance Assessment</a>, and <a href="#">AM 112</a>, <a href="#">Discipline Policy and Procedures</a>.</i> )  |

## **Fitness for Duty**

**DISCIPLINARY ACTION:** .09 Failure to comply with the provisions of this policy may result in disciplinary action, up to and including termination.